

<b>DEPARTMENTAL REGULATION</b>		Number: 2610-002
SUBJECT: Distribution of Salary Checks	DATE: March 23, 1987	
	OPI: Office of Finance and Management	

1 PURPOSE

This regulation revises Departmental policy for distribution of employee salary checks. Departmental Regulation 2610-1, dated October 4, 1985, is cancelled.

2 BACKGROUND

On August 20, 1986, and September 17, 1986, the Treasury Department notified USDA that in April 1987 it would discontinue delivery of salary checks to multiple designated agents.

3 POLICY

a After April 1, 1987, no USDA salary checks will be delivered by designated agents to employees at their work sites.

b Before April 1, 1987, current employees and new hires must be instructed to choose either direct deposit of their salary (Form SF-1199A) or mailing of the check to an address (Form AD-349). Agencies should discourage employees who attempt to list their office or work site as a mailing address on Form AD-349.

c Agencies must not designate new agents to receive and deliver salary checks. As current designated agents become inactive, the Office of Finance and Management will revoke their designations.

4 AUTHORITIES AND REFERENCES

a Department of the Treasury Bulletin "Changes in the Designated Agent System for Distributing Salary Checks."

b Office of Finance and Management, National Finance Center MODE Payroll Procedures Manual, Chapter 13.

5 DESIGNATED AGENTS RETAINED

The following designated agents have been retained for emergency pickups of checks from the Treasury Regional Finance Centers in their cities:

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6            INQUIRIES

Inquiries should be directed to the Office of Finance and Management, 382-3025.